



DEFENSE FINANCE AND ACCOUNTING SERVICE

COLUMBUS

P.O. BOX 182317
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DEC 19 2003

DFAS-A/CA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Review and Signature of Travel Claims

The Department of Defense Financial Management Regulation (DoD FMR), Volume 9, Chapter 8, specifically requires that employee's travel claims be reviewed and signed by an authorizing/approving official or designee. It has come to my attention that not all agencies are in compliance with the law, whether based on Union negotiation/implementation, setting internal policies, etc.

Effective March 1, 2004, Travel Pay Services, Columbus Operations, will not pay travel claims received without the required authorizing/approving signature(s). This advance notice is to give each agency lead-time to work with their respective unions and come into compliance with the governing law.

As of March 1, 2004, claims received by Travel Operations Columbus (TOC) without the required signature will not be paid. TOC personnel will attempt to contact customers one time and give notification that the claim will not be paid as submitted and must be resubmitted with the required authorizing/approving signatures. Contact will preferably be via email – if no email address provided on the DD Form 1351-2 Travel Voucher or Subvoucher (JUL 2002 or DEC 2003 version), then contact will be via telephone.

Request your immediate attention to this matter, to include informing your union as applicable, notifying the travelers of the requirement, and modifying local operating procedures to ensure vouchers are reviewed and signed by the designated official prior to submission to TOC. Your assistance in this matter is greatly appreciated and will be crucial to travelers receiving timely payment of their travel claim, to include split disbursement to their government issued charge card accounts. The attached information paper provides further clarification.

My points of contact are Ms. Dee Walter, Deputy Director, Travel Operations Columbus, 614-693-0865 or DSN 869-0865; Ms. Karen Lombardo, Chief, Customer Service Division, 614-693-0803 or DSN 869-0803; and Ms. Terri Loper, Chief, TDY Payments Division, 614-693-0810 or DSN 869-0810.

Nancy Zmyslinski
Director, Accounting Services
Defense Agencies

Attachment:
As stated

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INFORMATION PAPER

SUBJECT: Clarification of Reviewer Signature on Travel Settlement Vouchers

PURPOSE: To clarify when a reviewer's signature is required, and to explain when a reviewer and approving official signature are both required.

FACTS: The reviewer's signature and the signature of the travel approving official perform two separate functions. This is crucial in determining how many signatures (in addition to the traveler's signature) a travel settlement voucher must contain.

a. The Department of Defense Financial Management Regulation (DODFMR), volume 9, requires that every travel settlement voucher contain a reviewer's signature in block 20c and date in block 20d on the DD Form 1351-2. This reviewer may be the traveler's supervisor or another individual designated by the Command or Agency to review travel settlement vouchers. The review conducted by this individual is primarily administrative in nature. The DODFMR specifies many of the items the reviewer checks before signing the voucher. These items are such things as ensuring the travel settlement voucher is signed by the traveler, fully completed to include name, social security number, contact information, itinerary, and other reimbursable expenses, that the trip actually taken is the one identified on the travel order, and that supporting documents for the claim are attached.

b. The DODFMR, volume 9, also provides that the travel-approving official (AO) may approve certain entitlements after the travel has occurred. These entitlements are those that the Joint Federal Travel Regulations (JFTR) and the Joint Travel Regulations (JTR) allow to be approved after the travel. These entitlements are ones that were not included in the original travel order, but that the AO wants paid. When the AO signs the travel settlement voucher for this purpose, they must also place a remark in block 29 (the remarks block) specifying what entitlement is being approved after-the-fact.

c. Because of the different purposes served by the reviewer's signature and the AO's signature, some travel settlement vouchers will have one approval signature, and some will have two. The guidelines are as follows:

1. If the traveler performed the travel as indicated on the travel order, and the only entitlements claimed are those reflected on the travel order, then the travel settlement voucher needs only the traveler's signature in block 20a and the date in block 20b and the reviewer's signature in block 20c and date in block 20d.

2. If the traveler claims additional entitlements that the AO wants the traveler paid for, then the travel settlement voucher needs the traveler's signature, the reviewer's signature as in 1 above, plus the AO's signature in block 21a and date in block 21b.

3. If the reviewer is the same person as the AO, that individual must sign for each function performed on the travel voucher. For example, if only the entitlements authorized in the travel order are claimed, the individual signs in block 20c and dates in block 20d on the travel settlement voucher. If there is an additional entitlement to be approved after-the-fact, then the individual signs in BOTH block 20c and dates in block 20d AND signs in block 21a as the approving official and dates in block 21b. A signature in both blocks is necessary because each signature is for a different purpose.